



PERFORMANCE & DEVELOPMENT SOLUTIONS

Department of Administrative Services, Human Resources Enterprise

TRAINING NEWSLETTER

August 2007

CONTINUING LEGAL EDUCATION (CLE) CREDIT

Depending on your profession, you may be required to participate in ongoing learning activities to maintain your certification, license, or professional skills. Many times, the PDS courses and workshops are eligible to count towards your continuing education requirements.

There are currently eleven PDS courses approved for Continuing Legal Education (CLE) credit. This is the continuing education required for licensed attorneys in Iowa. A few of the upcoming courses include:

[Statutory Construction & Legal Drafting](#)
August 21; 9:00 – 11:00 (2.0 CLE)

[The Rulemaking Process](#)
August 28; 8:30 – 10:30 (2.0 CLE)

[Introduction to Administrative Law](#)
August 29; 9:00 – 11:00 (2.0 CLE)

[Art of Win-Win Negotiating](#)
September 6; 8:30 – 4:30 (5.75 CLE)

[Government Ethics & Lobbying Act](#)
September 13; 10:00 – 11:30 (1.5 CLE)

[Electronic Code Research](#)
September 25; 8:30 – 10:30 (2.0 CLE)

PDS is also in the process of receiving accreditation for six additional courses. An up-to-date list of approved courses and associated activity numbers may be found on the PDS website:

http://www.das.hre.iowa.gov/LearnAtPDS/general_information/education_credit.html

Some professions do not have a formal process for applying for continuing education credit and simply request an attendance verification letter and excerpt course material. Please email pds@iowa.gov or call (515) 725-2051 to request this information.

PROFESSIONAL IMPACT!

BUILDING ESSENTIAL SKILLS FOR
TODAY'S ORGANIZATION

When we're extremely busy or when we've been with an organization a long period of time, it is easy to lose site of the professional image we portray to superiors, co-workers, and customers.

It's important to remember the degree of professionalism demonstrated in the way we dress, communicate, and behave affects us each and every day, both directly and indirectly.

A low degree of professionalism can result in missed growth opportunities and misperceptions of your skills and capabilities.

A high degree of professionalism can help you grow in the organization and increase your credibility and success.

[Professional Impact: Building Essential Skills for Today's Organization](#) (formerly *Professional Image*) is a newly redesigned course instructed by Brian Mayer (DAS-HRE) that will help you discover how to enhance your personal and professional presence in the workplace.

Sign up to attend on **Friday, September 14, 2007** at the Hoover Building in Des Moines!

[Learn More](#)

UPCOMING WORKSHOPS

[Preventing Sexual Harassment for Employees](#)

August 14, 2007 ♦ 8:30 – 11:30 ♦ Des Moines, Hoover Building

[Computer Security: At Home and In the Office](#)

August 15, 2007 ♦ 8:30 – 10:30 ♦ Des Moines, Hoover Building

[Business and Organizational Ethics](#)

August 16, 2007 ♦ 8:30 – 4:30 ♦ Sioux City, 185th Air Guard

[Preventing Sexual Harassment for Supervisors](#)

August 21, 2007 ♦ 8:30 – 11:30 ♦ Des Moines, Hoover Building

[Dimensions of Behavior](#)

August 23, 2007 ♦ 8:30 – 12:00 ♦ Des Moines, Hoover Building

[Human Relations](#)

August 28, 2007 ♦ 8:30 – 4:30 ♦ Des Moines, Air Base

Training Rooms

Hoover Training Rooms

Check out the new look of the training rooms on Level A in the Hoover Building! PDS invested in fresh, colorful paint and added a few new accessories. We hope you enjoy the improvements.

Classroom Temperatures

The never ending battle to find the perfect room temperature continues to be a challenge. Please be prepared by wearing layered clothing to meetings and training events.

Performance & Development Solutions

Iowa Department of Administrative Services ♦ Human Resources Enterprise

Address: 1305 E. Walnut, Des Moines, IA 50319 Phone: (515) 281-5456 Email: pds@iowa.gov

Website: <http://www.das.hre.iowa.gov/LearnAtPDS/> ♦ [Download Course Registration Form](#)